

# Treatment Of Title IV Funds When A Student Withdraws From A Credit-Hour Program

Student's Name <input style="width: 90%;" type="text"/>	Social Security Number <input style="width: 90%;" type="text"/>
Date form completed <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>	Date of school's determination that student withdrew <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>
Period used for calculation (check one) <input type="checkbox"/> Payment period <input type="checkbox"/> Period of enrollment	

*Monetary amounts should be in dollars and cents (rounded to the nearest penny).  
When calculating percentages, round to three decimal places. (For example, .4486 = .449, or 44.9%)*

## STEP 1: Student's Title IV Aid Information

Title IV Grant Programs	Amount Disbursed	Amount that Could Have Been Disbursed	
1. Pell Grant	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<b>E. Total Title IV aid disbursed for the period.</b> A. <input style="width: 100%;" type="text"/> + B. <input style="width: 100%;" type="text"/> = E. \$ <input style="width: 100%;" type="text"/>
2. Academic Competitiveness Grant			
3. National SMART Grant			
4. FSEOG			
5. TEACH Grant			
<b>A.</b> <input style="width: 100%;" type="text"/>		<b>C.</b> <input style="width: 100%;" type="text"/>	
Subtotal		Subtotal	
Title IV Loan Programs	Net Amount Disbursed	Net Amount that Could Have Been Disbursed	
6. Unsubsidized FFEL/Direct Stafford Loan	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<b>F. Total Title IV grant aid disbursed and that could have been disbursed for the period.</b> A. <input style="width: 100%;" type="text"/> + C. <input style="width: 100%;" type="text"/> = F. \$ <input style="width: 100%;" type="text"/>
7. Subsidized FFEL/Direct Stafford Loan			
8. Perkins Loan			
9. FFEL/Direct PLUS (Graduate Student)			
10. FFEL/Direct PLUS (Parent)			
<b>B.</b> <input style="width: 100%;" type="text"/>		<b>D.</b> <input style="width: 100%;" type="text"/>	
Subtotal		Subtotal	
			<b>G. Total Title IV aid disbursed and that could have been disbursed for the period.</b> A. <input style="width: 100%;" type="text"/> B. <input style="width: 100%;" type="text"/> C. <input style="width: 100%;" type="text"/> + D. <input style="width: 100%;" type="text"/> = G. \$ <input style="width: 100%;" type="text"/>

## STEP 2: Percentage of Title IV Aid Earned

<input style="width: 80%;" type="text"/> / <input style="width: 80%;" type="text"/> / <input style="width: 80%;" type="text"/> <b>Start date</b>	<input style="width: 80%;" type="text"/> / <input style="width: 80%;" type="text"/> / <input style="width: 80%;" type="text"/> <b>Scheduled end date</b>	<input style="width: 80%;" type="text"/> / <input style="width: 80%;" type="text"/> / <input style="width: 80%;" type="text"/> <b>Date of withdrawal</b>
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A school that is not required to take attendance may, for a student who withdraws without notification, enter 50% in Box H and proceed to Step 3. Or, the school may enter the last date of attendance at an academically related activity for the "withdrawal date," and proceed with the calculation as instructed. For a student who officially withdraws, enter the withdrawal date.

**H. Percentage of payment period or period of enrollment completed**  
 Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more **AND** days that the student was on an approved leave of absence).

<input style="width: 90%;" type="text"/>	÷	<input style="width: 90%;" type="text"/>	=	<input style="width: 90%;" type="text"/> %
Completed days		Total days		

☐ If this percentage is greater than 60%, enter 100% in Box H and proceed to Step 3.  
☐ If this percentage is less than or equal to 60%, enter that percentage in Box H, and proceed to Step 3.

**H.**  %

## STEP 3: Amount of Title IV Aid Earned by the Student

Multiply the percentage of Title IV aid earned (Box H) by the Total Title IV aid disbursed and that could have been disbursed for the period (Box G).

<input style="width: 90%;" type="text"/> %	×	<input style="width: 90%;" type="text"/>	=	<b>I.</b> \$ <input style="width: 90%;" type="text"/>
Box H		Box G		

## STEP 4: Title IV Aid to be Disbursed or Returned

- ▶ If the amount in Box I is greater than the amount in Box E, go to Post-withdrawal disbursement (Item J).
- ▶ If the amount in Box I is less than the amount in Box E, go to Title IV aid to be returned (Item K).
- ▶ If the amounts in Box I and Box E are equal, **STOP**. No further action is necessary.

**J. Post-withdrawal disbursement**  
 From the Amount of Title IV aid earned by the student (Box I) subtract the Total Title IV aid disbursed for the period (Box E). This is the amount of the post-withdrawal disbursement.  
**Stop here**, and enter the amount in Box 1 on Page 3 (Post-withdrawal disbursement tracking sheet).

<input style="width: 90%;" type="text"/>	-	<input style="width: 90%;" type="text"/>	=	<b>J.</b> \$ <input style="width: 90%;" type="text"/>
Box I		Box E		

Step 4 continued ▶

# POST-WITHDRAWAL DISBURSEMENT TRACKING SHEET

Student's Name		Social Security Number	
Date of school's determination that student withdrew	/ /		

## I. Amount of Post-withdrawal Disbursement (PWD)

Amount from "Box J" of the Treatment of Title IV Funds When a Student Withdraws worksheet **Box 1** \$ .

## II. Outstanding Charges For Educationally Related Expenses Remaining On Student's Account

Total Outstanding Charges Scheduled to be Paid from PWD **Box 2** \$ .  
*(Note: Prior-year charges cannot exceed \$200.)*

## III. Post-withdrawal Disbursement Offered Directly to Student and/or Parent

From the total Post-withdrawal Disbursement due (Box 1), subtract the Post-withdrawal Disbursement to be credited to the student's account (Box 2). This is the amount you must make to the student (grant) or offer to the student or parent (Loan) as a Direct Disbursement.

\$ .	-	\$ .	=	<b>Box 3</b>	\$ .
Box 1		Box 2			

## IV. Allocation of Post-withdrawal Disbursement

Type of Aid	Loan Amount School Seeks to Credit to Account	Loan Amount Authorized to Credit to Account	Title IV Aid Credited to Account	Loan Amount Offered as Direct Disbursement	Loan Amount Accepted as Direct Disbursement	Title IV Aid Disbursed Directly to Student
Pell Grant	N/A	N/A		N/A	N/A	
ACG	N/A	N/A		N/A	N/A	
National SMART Grant	N/A	N/A		N/A	N/A	
FSEOG	N/A	N/A		N/A	N/A	
TEACH Grant	N/A	N/A		N/A	N/A	
Unsubsidized FFEL / Direct						
Subsidized FFEL / Direct						
Perkins						
FFEL / Direct Grad Plus						
FFEL / Direct Parent Plus						
<b>Totals</b>						

## V. Authorizations and Notifications

Post-withdrawal disbursement loan notification sent to student and/or parent on / /

Deadline for student and/or parent to respond / /

☐ Response received from student and/or parent on / /
 ☐ Response not received

☐ School does not accept late response

## VI. Date Funds Sent

Date Direct Disbursement mailed or transferred Grant / / Loan / /